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Candace Havens
Director

REQUEST FOR DEMOLITION REVIEW

DATE RECEIVED: _____

PROJECT #: _____

PROJECT ADDRESS: _____

PROJECT INFORMATION

TYPE OF DEMOLITION: ☐ PARTIAL ** ☐ TOTAL

(** "Partial" demolition of a structure is the alteration or removal of over 50% of any single exterior wall surface or roof structure. Each is calculated by square footage.)

STRUCTURE TO BE DEMOLISHED (Check all that apply):

☐ HOUSE ☐ GARAGE ☐ SHED ☐ NON-RESIDENTIAL BUILDING ☐ OTHER

IF OTHER, PLEASE DESCRIBE: _____

WHAT YEAR WAS THE STRUCTURE BUILT: _____

IS THE STRUCTURE LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES? ☐ YES ☐ NO

DESCRIPTION OF THE DEMOLITION REQUEST BELOW (Briefly describe the project):

IF KNOWN, BRIEFLY DESCRIBE THE KNOWN HISTORY OF THE PROPERTY:

THE REVIEW APPLICATION SHOULD INCLUDE THE FOLLOWING INFORMATION

REQUIRED DOCUMENTATION:

_____ PHOTOGRAPHS OF THE AFFECTED STRUCTURE FROM THE FRONT, REAR, AND SIDES AND STREET.

_____ ASSESSOR'S MAP SHOWING PROPERTY LOCATION

_____ BUILDING ELEVATION PLANS 11" X 17" OR SMALLER (**FOR PARTIAL DEMOLITIONS ONLY**).

SUGGESTED DOCUMENTS:

_____ BUILDING ELEVATION PLANS OR SKETCHES 11" X 17" OR SMALLER

_____ BUILDING PRODUCT/MATERIAL INFORMATION

_____ SITE PLAN

_____ PHOTOS OF NEIGHBORHOOD

APPLICATION AUTHORIZATION

PROPERTY OWNER: _____
(Print name) (Signature name) (Date)

(All plans **MUST** be dated, drawn to scale, and clearly labeled. An inaccurate or incomplete application will **NOT** be accepted. Please review the reverse of this form for additional information.)

NOTE: This Application MUST be accompanied by a General Permit Application.

REQUEST FOR DEMOLITION REVIEW APPLICATION INSTRUCTIONS

DEVELOPMENT REVIEW TEAM MEETING: A Development Review Team (DRT) meeting is suggested for any request where other land use permits or reviews may be necessary. During a DRT, City staff from several departments meet with prospective applicants to evaluate new proposals. Many people find these meetings to be an efficient way to learn about issues they may want to address early on to ensure a successful project. After the DRT meeting, you'll be given a checklist for the next step and handouts further explaining the review and approval process.

APPLICATION SUBMISSION REQUIREMENTS: An application for demolition review will not be accepted by the Department of Planning and Development (Department) until it is determined to be complete. At time of intake, the Department will determine whether a demolition review is necessary. **Inaccurate information or incomplete applications will delay the review of your project.** The items needed for a complete application include:

FORMS: A completed General Permit Application form and Request for Demolition Review application. The signature of the Owner of the property (or the Owner's legal representative) is **mandatory** on both forms. Please provide current contact information, including the Applicant/Agent, on the General Permit Application form to ensure City staff is able to contact the appropriate people regarding the project. On the Request for Demolition Review application, be sure to fill in all possible fields with accurate information to describe the project.

FEES: There is no fee for this application.

PROJECT DESCRIPTION: A detailed letter or narrative describing the proposed plans for demolition and the reason(s) for demolition of the structure is required. The reasons for requesting the demolition of a structure will vary property to property, but should focus on the condition of the structure and whether it can be reused.

SUBMITTALS: Each demolition review application **must** be accompanied by copies of the required project filing materials identified on the front page of this form, but may also include the suggested supporting documentation as well. Any plans that are submitted as part of an application should be dated, drawn to scale, clearly labeled, and not exceed 11" x 17," except as requested by the Department.

DOCUMENT FORMAT: All information submitted as part of an application shall be submitted in the following format:

1. One (1) hard copy of the complete application packet, including completed forms.
2. Submit applications for demolition review electronically by emailing the necessary application forms and supporting documentation to a Planner. All documents **must** be consolidated into one .pdf and appropriately sized for electronic transmission. **Applications that are electronically submitted must be received by 5 p.m. on the application deadline date.** It is the responsibility of the petitioner to confirm all electronic submittals have been received.

APPLICATION REVIEW PROCESS: The Department, upon receipt of a complete application packet, shall determine within fifteen (15) days whether the structure for which the demolition review is requested is historically significant, and whether or not further review by the Newton Historical Commission (Commission) is required. If the structure is not deemed significant, the demolition review can be processed administratively by the Department. In instances where a property is found to be significant, the Department shall schedule the application for a public hearing before the Commission.

After said review, a binding recommendation from either the Department or Commission shall inform, in writing, the Commissioner of Inspectional Services that the petitioner has complied with the procedural requirements as stated above and whether the petition has complied with the provisions of the Newton Demolition Delay Ordinance. This statement shall be made within fifteen (15) days after receipt of the complete application.

In cases where a structure is found to be "Preferably Preserved," the demolition of said structure may be delayed for up to twelve (12) months, or for structures that are listed on the National Register, a delay of eighteen (18) months may be instituted. After four (4) months, a petitioner may request that the demolition delay be waived. A petitioner may also seek a partial demolition, which can be heard at the next meeting. A petitioner seeking a waiver of the demolition delay is encouraged to speak with a Planner prior to submitting such a request.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.